

WASHINGTON STATE CONSERVATION COMMISSION

WSSC POLICY No. 05-01 COMM

COMMISSION MEMBER COMPENSATION

GENERAL TOPIC: **Authorization of Commission Member Compensation**

APPROVED: By the Commission at the March 2005 Meeting

DATE ISSUED: March 17, 2005

PURPOSE

This policy is to define the process for authorization of Commission Members compensation as defined in RCW 43.03.240.

RCW 43.03.240(2) & (3) states:

(2) Except as otherwise provided in this section, each member of a class three group is eligible to receive compensation in an amount not to exceed fifty dollars for each day during which the member attends an official meeting of the group or performs statutorily prescribed duties approved by the chairperson of the group. A person shall not receive compensation for a day of service under this section if the person (a) occupies a position, normally regarded as full-time in nature, in any agency of the federal government, Washington state government, or Washington state local government; and (b) receives any compensation from such government for working that day.

(3) Compensation may be paid a member under this section only if it is authorized under the law dealing in particular with the specific group to which the member belongs or dealing in particular with the members of that specific group.

POLICY

This policy may be reviewed to ensure consistency in following the guidelines set forth in this policy.

When a member performs statutory duties approved by the chairperson of the group, he or she will be compensated per RCW 43.03.240 by approval of the chairperson of the group.

As stated in RCW 43.03.240(2), a member is eligible to receive compensation in the amount of fifty dollars for each day during which the member attends an official meeting of the group or performs statutorily prescribed duties approved by the chairperson of the group. A person shall not receive compensation for a day of service if the person

(a) occupies a position, normally regarded as full-time in nature, in any agency of the federal government, Washington state government, or Washington state local government, and (b) receives any compensation from such government for working that day.

A member may waive compensation by a formal written denial letter addressed to the agency.

Travel days are not compensated unless an official meeting is attended or the member is performing statutory duties approved by the chairperson of the group.

PROCEDURE

The following activities are preauthorized by the chairperson for compensation because the member is serving as a representative of the Washington State Conservation Commission in these capacities:

1. Regular and special Commission meetings.
2. WACD Taskforce Committee meetings, including teleconferences.
3. Local Work Group meetings.
4. Attending meetings of conservation districts in Washington State for the purpose of furthering the vision, mission and values of the Conservation Commission as specified in the agency strategic plan.

Authorization by the Chairperson

Authorization is given by the chairperson for all other in or out of state attendance at regional or national meetings as representatives of the agency not included in the above activities by motion passed by the governing board, or by a memo. Examples include: NACD Annual Conference, NASCA Annual Conference, etc.

Compensation Payment

It will be the individual member's responsibility to notify Conservation Commission staff of any meetings they have attended by the end of the same month compensation is to be received. Normal protocol will be to notify the Conservation Commission Executive Assistant, but if he/she is not available, the Executive Director may be notified.

By the second working day of the month, the request for compensation for the previous month will be prepared and sent to the Office of Financial Management Small Agency Client Services for review and compensation reimbursement. A memo for each member requesting compensation dates will be sent to the chairperson and individual members receiving compensation. (See Attachment A)



ATTACHMENT A EXAMPLE

STATE OF WASHINGTON

CONSERVATION COMMISSION

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August 4, 2004

TO: Randy Todd, OFM
Chellie Seymour, OFM

FROM: Mary Anderson, Executive Assistant

RE: JULY 2004 MEMBER COMPENSATION

Listed below are Conservation Commission (CC) members that I have certified to have worked on CC business during the month of July 2004.

NAME	DATE	PURPOSE	COMPENSATION
Tracy Eriksen	7/13/04	WSCC Meeting	\$50.00
	7/14/04	WSCC Work Session & Tour	\$50.00
	7/15/04	WSCC Meeting	\$50.00
	Total		\$150.00
Jaclyn K. Reid	7/13/04	WSCC Meeting	\$50.00
	7/14/04	WSCC Work Session & Tour/Dairy Hearing	\$50.00
	7/15/04	WSCC Meeting	\$50.00
	Total		\$150.00
Paul Stoker	7/13/04	WSCC Meeting	\$50.00
	7/14/04	WSCC Work Session & Tour	\$50.00
	7/15/04	WSCC Meeting	\$50.00
	Total		\$150.00
Lynn Brown			Total \$0.00
Lynn Bahrych	7/13/04	WSCC Meeting	\$50.00
	7/14/04	WSCC Work Session & Tour	\$50.00
	7/15/04	WSCC Meeting	\$50.00
	Total		\$150.00
Jim Peters	7/14/04	WSCC Work Session & Tour	\$50.00
	7/15/04	WSCC Meeting	\$50.00
	Total		\$100.00

cc: Lynn Brown Tracy Eriksen Paul Stoker
Jim Peters Jackie Reid Lynn Bahrych Mark Clark